

Exempt Recruitment Announcement

Security Officer - Emergency Preparedness & Safety Coordinator Washington State House of Representatives

The Washington State House of Representatives is seeking to fill the position of Security Officer - Emergency Preparedness and Safety Coordinator. This position coordinates the delivery and administration of emergency preparedness and safety operations to protect state legislators, legislative employees, and visitors to the House and its facilities. The position requires excellent administrative skills, emergency preparedness and safety experience, and exceptional interpersonal skills. The position requires a strong customer-service focus and supports a wide range of services to elected House members, fellow employees, and the general public.

The Security Officer - Emergency Preparedness and Safety Coordinator is a full-time, year-round, non-partisan position in House Security and reports to the Director of Security. The position is exempt from civil service laws and the selected individual must be able to work long and/or irregular hours as required during legislative sessions.

Salary Range: \$3,549-\$6,911 per month, depending upon experience and qualifications.

DUTIES

- Serves as Emergency Preparedness and Safety Coordinator for the Washington State House of Representatives;
- Coordinates Workplace Safety Committee and provides training for Workplace Safety and Emergency Preparedness; Investigates workplace accidents and incidents;
- Creates and maintains Emergency Management Plan for the House of Representatives and conducts exercises to test plans and procedures;
- Assists with delivery and administration of security operations as needed including:
 - Provides security for members, staff, and visitors on all legislative premises; assists Director of Security with execution of all orders of the Speaker of the House and Chief Clerk of the House; enforces rules; secures the House chamber during floor sessions; maintains order and decorum; patrols and monitors buildings and grounds by foot, radio, and video surveillance; enforces rules of behavior; monitors behavior and escorts hostile or disruptive visitors from buildings; monitors access control points; detects and deters illegal, unauthorized, or suspicious activities or entries to House facilities, reports any variance to Director of Security and the State Patrol as necessary; opens and closes buildings as needed, secures all House facilities as directed by policy; investigates incidents; writes incident reports; communicates and cooperates with law enforcement personnel in criminal and other investigations;
- Maintains a high level of customer service and positive relations with all employees, visitors, and the general public; and
- Performs other duties as required.

REQUIRED QUALIFICATIONS

- Two or more years of college course work with major emphasis in emergency preparedness and workplace safety or a closely related field. Relevant professional training, certification and/or professional experience in the field will be considered for education requirement.
- Two years of professional experience in emergency preparedness, planning, and training;
- Ability to stand and/or walk for extended periods of time;
- Ability to carry or move objects of up to 50 pounds in weight;
- Ability to work outdoors during inclement weather;
- Ability to follow oral and written directions;
- No previous security-related criminal conviction;
- First Aid Certification desired, can be obtained after employment if selected;
- A valid Washington State driver's license is required for any work-related driving assignments.

DESIRABLE QUALIFICATIONS

KNOWLEDGE OF: Rules, general procedures, customs and courtesies of the Washington State Legislature;

Principles and practices of emergency preparedness and workplace safety including providing training and coordinating exercises; safety committee coordination, and other services common to employee and public safety, principles and practices of organization and management;

Principles of instruction, meeting facilitation and conflict resolution; adult based education methods; program management;

Principles and practices of physical security and asset protection.

ABILITY TO: Develop, implement, coordinate and test a comprehensive all-hazards emergency management plan for the Washington State House of Representatives; create training schedule and provide training for members and staff.

Interpret and facilitate compliance with safety rules and policies; establish and maintain a safe and healthy work environment in House facilities; maintain working relationship with officials, employees, and the public; analyze and resolve a variety of safety and health problems; speak and write clearly; understand and follow applicable laws, policies, and other standards to establish and maintain a safe work environment;

Work effectively and cooperatively as a member of the House Security team; comply with policies, procedures and direction from supervisor; gather information through use of senses to identify security and safety issues and take appropriate action; demonstrate awareness of security issues and potential threats; resolve conflicts, altercations and other volatile situations, remain calm and help calm others; write clear and concise

reports; assist law enforcement officials with investigation and reporting of incidents and criminal acts.

EDUCATION: Two or more years of college course work with major emphasis in Emergency Preparedness and Workplace Safety or a closely related field. Relevant professional training, certification and/or professional experience in the field will be considered for education requirement.

EXPERIENCE: Five years of professional experience in an Emergency Preparedness and Safety coordination capacity.

Security, Law Enforcement, or Military background preferred.

APPLICATION PROCEDURE

1. Interested applicants should submit the following prior to 5 p.m. on May 22, 2014:
 - (1) a letter of interest specifically describing the applicant's demonstrated performance of the required and desired qualifications;
 - (2) a current resume describing the applicant's experience and education; and
 - (3) a minimum of three references with contact information (e.g., address, e-mail address, and telephone).

2. Application materials should be submitted to:

**House of Representatives
Chief Clerk's Office
ATTN: Mark Arras
P.O. Box 40600
Olympia, WA 98504-0600**

Or, an electronic application package may be sent to Mark.Arras@leg.wa.gov

The Washington State House of Representatives is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application process or who need an application in an alternative format may call 360-786-7750 or TTD 1-800-635-9993.